



# COUNTY OF LOS ANGELES

## FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

P. MICHAEL FREEMAN  
FIRE CHIEF  
FORESTER & FIRE WARDEN

May 13, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVE THE PURCHASE OF A MODULAR BUILDING TO REPLACE  
THE EXISTING AIR OPERATIONS CREW QUARTERS AND APPROVE THE  
ATTACHED APPROPRIATION ADJUSTMENT TRANSFERRING \$115,000 FROM THE  
FIRE DISTRICT'S OPERATIONS BUDGET UNIT, SERVICES AND SUPPLIES  
APPROPRIATION TO THE FIRE DISTRICT'S OPERATIONS BUDGET UNIT, FIXED  
ASSETS APPROPRIATION  
(ALL DISTRICTS) (3 VOTES)**

### SUBJECT

The Fire District is requesting to purchase a modular building to replace an existing Air Operations crew quarters trailer for a total cost of approximately \$365,000; and an appropriation adjustment transferring \$115,000 from the Fire District's Operations Budget Unit, Services and Supplies appropriation to the Fire District's Operations Budget Unit, Fixed Assets appropriation.

#### SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS  
ARTESIA  
AZUSA  
BALDWIN PARK  
BELL  
BELL GARDENS  
BELLFLOWER  
BRADBURY

CALABASAS  
CARSON  
CERRITOS  
CLAREMONT  
COMMERCE  
COVINA  
CUDAHY

DIAMOND BAR  
DUARTE  
EL MONTE  
GARDENA  
GLENDALE  
HAWAIIAN GARDENS  
HAWTHORNE

HIDDEN HILLS  
HUNTINGTON PARK  
INDUSTRY  
INGLEWOOD  
IRVINDALE  
LA CANADA FLINTRIDGE  
LA HABRA

LA MIRADA  
LA PUENTE  
LAKEWOOD  
LANCASTER  
LAWDALE  
LOMITA  
LYNWOOD

MALIBU  
MAYWOOD  
NORWALK  
PALMDALE  
PALOS VERDES ESTATES  
PARAMOUNT  
PICO RIVERA

POMONA  
RANCHO PALOS VERDES  
ROLLING HILLS  
ROLLING HILLS ESTATES  
ROSEMEAD  
SAN DIMAS  
SANTA CLARITA

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER

**IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:**

1. Approve the Fire District's request and authorize the Purchasing Agent to purchase a modular building to replace the existing Air Operations crew quarters trailer for a total cost of approximately \$365,000. The purchase request exceeds the \$250,000 fixed asset threshold established by your Honorable Board, and requires your approval to move forward with the acquisition.
2. Approve the attached appropriation adjustment transferring \$115,000 from the Fire District's Operations Budget Unit, Services and Supplies appropriation to the Fire District's Operations Budget Unit, Fixed Assets appropriation.

**PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION**

The recommendations now before your Board, will allow for the purchase a modular building for Air Operations, to be used as a primary crew living quarters. The current crew quarters trailer is over fourteen years old, in need of replacement, and is not cost effective to repair.

**Implementation of Strategic Plan Goals:**

Approval of the recommended action is consistent with the County's Strategic Plan Goal #2, Workplace Excellence, by enhancing the quality and productivity of the District's emergency services.

**FISCAL IMPACT / FINANCING**

The estimated cost of the Modular Building is approximately \$365,000. The Fire District's Adopted 2007-08 Budget includes \$250,000 in the Operations Budget Unit, Fixed Assets appropriation for this purchase. With your Board's approval of the attached appropriation adjustment to transfer \$115,000 from the Fire District's Operations Budget Unit, Services & Supplies appropriation, sufficient funds will be available for this purchase. There is no impact on net County cost.

**FACTS AND PROVISIONAL / LEGAL REQUIREMENTS**

On October 16, 2001, your Honorable Board adopted a policy whereby departments must obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisitions to the Purchasing Agent.



**CONCLUSION**

Upon approval by the Board of Supervisors, please instruct the Executive Officer to return adopted copies of this letter to the following offices:

1. Consolidated Fire Protection District of Los Angeles County  
Executive Office  
1320 N. Eastern Avenue  
Los Angeles, CA 90063
2. Consolidated Fire Protection District of Los Angeles County  
Materials Management Division  
5801 S. Eastern Avenue, Suite 100  
Commerce, CA 90040  
Attn: James Ealey, Division Chief
3. Consolidated Fire Protection District of Los Angeles County  
Financial Management Division  
5801 S. Eastern Avenue, Suite 130  
Commerce, CA 90040  
Attn: Theresa Barrera, Acting Division Chief
4. Internal Services Department  
Purchasing Division  
1100 N. Eastern Avenue, Room 102  
Los Angeles, CA 90063  
Attn: Joe Sandoval, Division Manager

Respectfully submitted,



P. MICHAEL FREEMAN

PMF:lg

c: Chief Executive Officer  
Internal Services Department  
Auditor-Controller

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 390-12  
No.DEPARTMENT OF FireMarch 18, 2008  
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## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-Vote  
Fiscal Year 2007-08

## SOURCES:

Fire Department  
Operations Budget Unit  
Services & Supplies  
DAL-FR-2000-40100-40215  
\$ 115,000

## USES:

Fire Department  
Operations Budget Unit  
Fixed Assets  
DAL-FR-6030-40100-40215  
\$ 115,000

## Summary Total:

## Sources:

\$ 115,000

## Uses:

\$ 115,000

This Appropriation Adjustment is necessary to purchase a modular building to replace the existing Air Operations crew quarters trailer.

*Theresa L. Barrera*

Theresa Barrera, Assistant Chief, FMD

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

AUDITOR-CONTROLLER

BY

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

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No.

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER